

ORGANIZATION:	City of Tillamook	DATE:	May 2014
LOCATION:	Tillamook, Oregon		
DEPARTMENT:	Public Works		
SALARY RANGE:	\$26,697-\$30,202		
POSITION:	Public Works Technician I		

PURPOSE OF POSITION: Perform general public works maintenance tasks to maintain the infrastructure within the City, including streets, parks, storm and sanitary sewer, and water distribution lines. Operate, maintain, and repair various public works equipment.

ESSENTIAL JOB FUNCTIONS: Follow all safety rules and procedures, including proper PPE procedures, for all property, equipment, vehicles, and work areas. Perform various building/grounds maintenance tasks, including minor carpentry, roofing, and plumbing duties. Pick up and empty trash in facilities, buildings and parks. Clean and sanitize restrooms, and replenish supplies as necessary. Plant, cultivate, fertilize, water, and maintain general appearance of lawns, trees, shrubs and flowers. Paint and maintain playground equipment and other buildings as needed. Read meters. Climb ladders to clean and inspect tanks, manholes etc. Perform additional tasks as directed.

Clean, maintain, inspect and repair City streets, sidewalks and right-of-ways including street sweeping and cleaning, pavement patching, concrete forming/finishing, grading, sanding/removing snow and ice, cutting and removing trees and vegetation,. Lay out and paint pavement markings. Remove old pavement markings as necessary. Install, inspect, repair and replace various street and regulatory signals/signs and barricades, posts, etc. Use and operate flagging equipment to control traffic in vicinity of public works crews.

This position provides on-the-ground support. After proper training, may operate various public works equipment, e.g. dump truck, loader, backhoe, vactor, street sweeper, fork lift, mower, jack hammer, chain saw, lance torch, etc. Perform operator maintenance, such as conducting pre- and post-operation checks, maintaining proper fluid levels, changing parts, cleaning, etc. Adhere to and perform established maintenance schedules on equipment and vehicles.

On-call or stand-by duty will be required on an assigned schedule, as well as in the event of storms or other natural disasters. Respond to public inquiries at work sites in a courteous manner.

City of Tillamook employees are also expected to report to work in emergency situations (i.e.: earthquake, flood, tsunami, etc.) in order to keep the City functioning. All City employees are expected to report during disaster and emergency situations. An emergency response plan is in place, and training is provided.

AUXILIARY JOB FUNCTIONS: Perform work at the City's wastewater/water treatment plant as scheduled. Maintain proficiency licensing. Meet with others in areas of responsibility. Maintain work areas in a clean and orderly manner. Utility Clerk backup as needed.

May deliver service change notifications to customers, and perform water shut offs and turn on. Perform vehicle and equipment maintenance based on individual capabilities. Provide assistance to other staff as workload and staffing levels dictate. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner.

JOB QUALIFICATION REQUIREMENTS: General knowledge of the proper operation and maintenance of vehicles, tools and equipment, practices, methods, hazards and safety precautions used in the maintenance and repair of City infrastructure, including streets, right-of-ways, water distribution, and storm sewer systems. General equipment servicing proficiency. Equivalent to high school education, and some experience in building/grounds maintenance, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to

perform the above duties, including computer skills and knowledge for Utility Clerk backup, and mobile communication device proficiency.

SPECIAL MINIMUM THRESHOLD* REQUIREMENTS/LICENSES:

REQUIRED AT TIME OF HIRE	TO OBTAIN WITHIN FIRST 6 MONTHS OF EMPLOYMENT
Valid Oregon Driver's License	CDL Class A License
Up-to date immunization record	First Aid/CPR certification
	Work Zone Traffic Control Training/Certificate

*The City may consider the ability to attain, at employee's expense, some of the *minimum qualifications* within six months of hire. Timelines and financing for acquisition of licensing/education are subject to management's discretion.

DESIRABLE REQUIREMENTS: Previous experience within a public works department or related construction industry experience. Oregon Pesticide Applicators License.

REQUIRED PHYSICAL DEMANDS OF POSITION: While performing the duties of this position, the employee is frequently required to stand, sit, bend, listen, communicate, read, write, and comprehend both numbers and the written English language, reach and manipulate objects, tools or controls. The position requires mobility and visual and audio acuity. Many duties are physically demanding requiring entry to confined spaces and occasionally moving materials weighing up to 125 pounds, ability to climb a ladder. Activity and types of duties performed require manual dexterity and coordination. Meter reading requires walking long distances, lifting, stooping, and bending for up to 8-hours at a time.

REQUIRED WORKING CONDITIONS: The majority of duties take place outside of buildings with exposure to all types of weather conditions and on a year-round basis, sewage, bio-hazards, traffic, dirt, oil, grease, fumes, noise and chemicals. Entry to confined spaces is required. Position is subject to emergency on-call response after normal duty hours.. May require working on assigned shifts, weekends, holidays, and storm/disaster events.

SUPERVISORY RESPONSIBILITIES: Supervision is not a typical function assigned to this position; however, a Public Works Technician may provide training and orientation to newly assigned personnel on department policies and practices.

SUPERVISION RECEIVED: Works under the general supervision of the Public Works Director and receives additional direction from additional supervisors as outlined on the City's Organizational Chart.